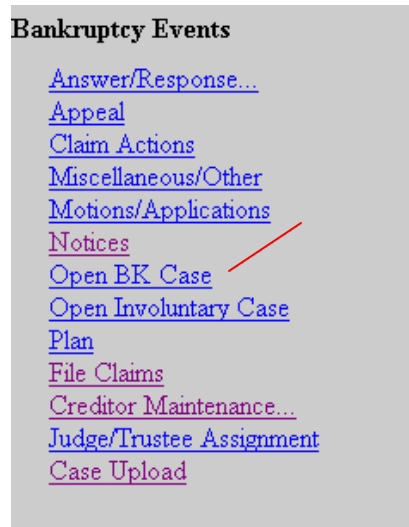


New Bankruptcy Case Opening

1. Click on **Bankruptcy** on the CM/ECF Main Menu Bar.



2. Under Bankruptcy Events locate and click on **Open BK Case**.



3. Case type defaults to **BK**.
4. Date filed defaults to today's date.
5. Select the proper chapter.
6. Select Joint Petition – yes or no.
7. Deficiencies – always leave at “n”.
If this is an Incomplete Petition, the Clerk's Office will issue an incomplete filing notice.
8. Click on the **NEXT** button.

A screenshot of the 'Open New Bankruptcy Case' form. The form is titled 'Open New Bankruptcy Case' in bold. It contains the following fields: 'Case type' with a dropdown menu showing 'bk'; 'Date filed' with a text box showing '10/28/2003'; 'Chapter' with a dropdown menu showing '7'; 'Joint Petition' with a dropdown menu showing 'n'; and 'Deficiencies' with a dropdown menu showing 'n'. At the bottom are two buttons: 'Next' and 'Clear'.

Entering debtor and debtor attorney information:

9. Enter Debtor's SSN including dashes.
Example: 642-03-1945.

10. Click on the **Search** button.

Open New Bankruptcy Case

Search for a party

SSN Tax Id

Last/Business name

If the debtor is not found a message will appear stating “**no person found**”. If the Debtor is found, please proceed to #13.

Search for a party

SSN Tax Id

Last/Business name

Party search results

No person found.

11. Click on **Create New Party** button.

Party Information

Last name First name

Middle name Generation Title

SSN 222-11-1234 Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all aliases before clicking the Submit button.

12. Begin entering debtor information
NOTE: Capitalization matters.
What you enter is what will be in the database
The Generation Box is for Jr. Sr., I, II, III, etc.
The Title Box is for Mr., Mrs., Dr., etc.

Use the Mailing Address, City, State and Zip
Use the Residential County
A Zip code and county must be entered

13. If the debtor is **found**, a box will appear listing the debtor.

Search for a party

SSN Tax Id

Last/Business name

Party search results

Minellio, Lisa

- Click on the appropriate debtor name.
- Verify address.
- Click on **Select name from list** button.
- Make corrections if necessary.

14. Select the role type of debtor by clicking on the down arrow and typing the letter “d”. Click on “**debtor**”.

Party Information

Last name First name

Middle name Generation Title

SSN Tax ID

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all aliases before clicking the Submit button.

15. Aliases:
If the debtor has aliases
 - Click on the **Alias** button

Alias Information (Party Minellio, Lisa)

	Last/Business name	First name	Middle name	Generation	Role
1	Minellio	Lisa	Lou		aka ▾
2					aka ▾
3					aka ▾
4					aka ▾
5					aka ▾

Click the Add aliases button to return to the Party screen and submit all information for this party.

- Enter the information
- Click on the **Add Alias** button when finished

16. To review the party information, click on the **Review** button.

Review attorneys and aliases
 Lisa Minellio

Uncheck to remove from list

Attorneys added:
 None added.

Aliases added:
☒ Minellio, Lisa Lou (aka)

17. Click the **Return to the Party screen** button when you have finished with the review.

18. Once all information has been entered, and is correct, click on the **Submit** button.

Party Information

Lisa Minellio SSN:642-03-1945

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

ProSe Role

Party text

Add all aliases before clicking the Submit button.

19. If there is a joint debtor, please repeat steps 9 – 18.
20. A confirmation screen will appear with the county code of the debtor.

Open New Bankruptcy Case

Divisional Office is set to **Tulsa** based on the county code **40143** of the debtor

Entering statistics for the case:

Type of debtor ☒ Individual ☐ Corporation ☐ Partnership ☐ Other
☐ Railroad ☐ Stockbroker ☐ Commodity Broker

Fee status

Nature of debt

Voluntary

Origin

Date split/transfer

Asset notice

Estimated number of creditors

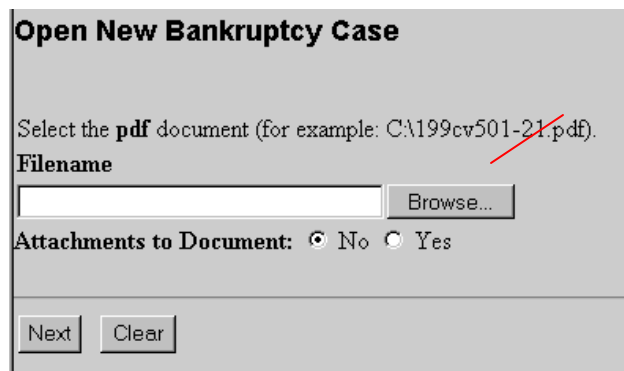
Estimated assets

Estimated debts

21. Click on the correct type of debtor.
22. Select the fee status "**paid or installment**". *Note: If this case is being paid by installments, you must immediately file an Application to Pay Filing Fees in Installments after Case Opening is complete.*
23. Select the correct nature of debt.
24. Select if the case is voluntary or an involuntary filing.
25. Select **Original** for origin.
26. Select the appropriate asset notice information.
 - Chapter 7 – No
 - Chapter 13 – Yes
 - Chapter 11 – Yes
 - Chapter 12 – Yes
27. Select the appropriate amounts for the Estimated number of creditors, assets and debts.
28. Click on the **Next** button.

Attaching the Petition

Note: The Petition package that you are attaching may include all statements and schedules, or if filing a skeletal petition, include all documents to be filed.



Open New Bankruptcy Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

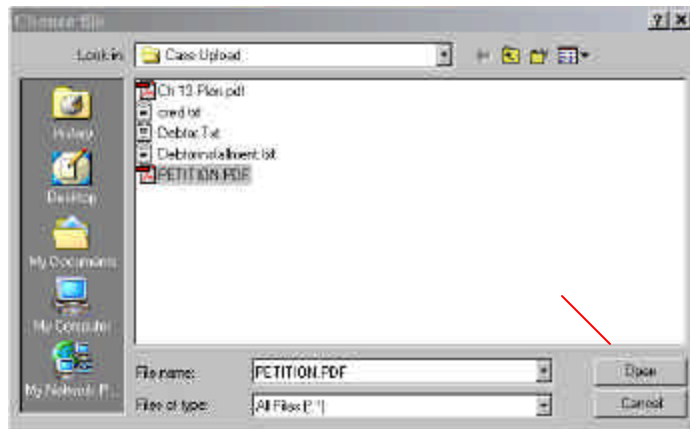
Attachments to Document: ☒ No ☐ Yes

29. Browse to the appropriate drive and folder.

30. Locate the appropriate document and right click.
31. Left click on **Open**.
32. View the document to ensure this is the proper pleading.
33. Click on the **File Close** button in the upper right-hand corner of Adobe Acrobat.



34. Left click on the **Open** button in the Browse dialog box.
If needed, minimize Adobe Acrobat to see the Browse dialog.



35. Select “No” or “Yes” on the **Attachments to Document** radio button – default is “No”.

Open New Bankruptcy Case

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

F:\Intracourt\CMECF\Test Pleadings\C Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

36. Click on the **Next** button.

Filing fee:

37. Defaults to full payment. If paying in installments, enter the amount being paid initially.

Open New Bankruptcy Case

The filing fee for a Chapter 7 Petition is shown below. If you intend to pay in installments, you must specify the amount being paid in the box, and submit an Application to Pay Filing Fees in Installments concurrent with the filing of the petition. If no payment is to be paid with this filing, enter 0.0.

Otherwise, the full fee as shown below will be charged to your credit card.

Fee: \$200

38. Click on the **Next** button.

39. Click on the **Next** button.

Reviewing docket text:

40. Review your docket text. This will be the final opportunity you have to make corrections, **so be careful**.

Open New Bankruptcy Case

Docket Text: Final Text

Chapter 7 Voluntary Petition. Fee Amount \$200. Filed by Andrea Redmon on behalf of Lisa Minellio. (Redmon, Andrea)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

41. If you need to make corrections click on the **Back** button located at the top of the screen or start over by clicking on Bankruptcy in your main menu bar.



42. If you don't need to make corrections, click on the **Next** button.

Notice of Bankruptcy Case Filing:

43. The Notice of Bankruptcy Case Filing will appear.

Open New Bankruptcy Case

U.S. Bankruptcy Court [TRAIN]
Northern District of Oklahoma

[Notice of Bankruptcy Case Filing](#)

The following transaction was received from Redmon, Andrea entered on 10/28/2003 at 1:59 PM CST and filed on 10/28/2003
Case Name: Lisa Minellio
Case Number: [03-11292](#)
Document Number: [1](#)

Docket Text:
Chapter 7 Voluntary Petition. Fee Amount \$200. Filed by Andrea Redmon on behalf of Lisa Minellio. (Redmon, Andrea)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: F:\Intracourt\CMECF\Test Pleadings\Case Upload\PETITION.PDF
Electronic document Stamp:
[STAMP bkecfStamp_ID=1052166465 [Date=10/28/2003] [FileNumber=16769-0]
[e2acbbd149aab662ee85751b96c10a9a9e97d9ed1b42112feb4b188df581a08199c3
0a48f3cbc0eb965073f10f4579a27f94ed8e9fa6cd8befee6eac0c52871f]]

03-11292 Notice will be electronically mailed to:
Andrea Redmon andrea_redmon@oknb.uscourts.gov

03-11292 Notice will not be electronically mailed to:

- To view the docket sheet, click on the case number (highlighted in blue) and click on the **Run Report** button at the bottom of the screen.
- To view the Notice of Bankruptcy Case Filing, click on the blue hyperlink at the top of the screen.

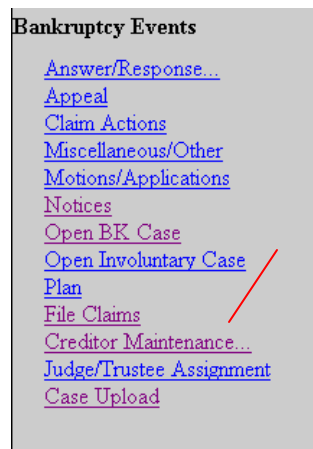
Uploading a List of Creditors

Note: To upload a list of creditors into the CM/ECF system, the list needs to be saved as a .txt file.

45. Click on **Bankruptcy**



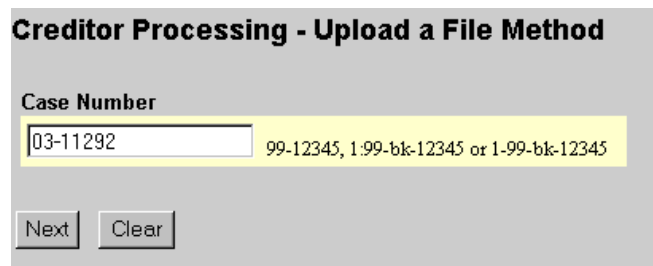
46. Click on **Creditor Maintenance**



47. Click on **Upload a creditor list file.**



48. Enter the case number or verify case number.

The image shows a form titled 'Creditor Processing - Upload a File Method'. It has a 'Case Number' label above a text input field. The input field contains '03-11292'. To the right of the input field is a yellow background with the text '99-12345, 1:99-bk-12345 or 1-99-bk-12345'. Below the input field are two buttons: 'Next' and 'Clear'.

49. Click on the **Next** button.

50. Browse to the appropriate drive and folder.
51. Locate the appropriate document and right click.
52. Left click on **Open**.
53. View the document to ensure this is the proper list of creditors.
54. Click on the **File Close** button.
55. Click on the **Next** button.
56. Confirmation screen will appear.



Add Creditor(s)

Total Creditors Entered 14

Submit

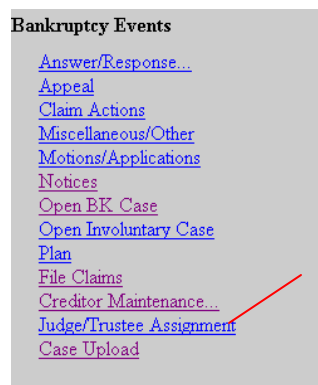
57. Click on the **Submit** button.

Judge/Trustee Assignment:

58. To assign a Judge/Trustee, click on **Bankruptcy** on the CM/ECF Main MenuBar.



59. Click on **Judge/Trustee Assignment**



60. A confirmation screen will appear.

Case	Case Title	Chapter	341 Meeting	Judge Name	Trustee Name
3-11291	Lisa Minello	7	First Meeting of Creditors and Notice of Appointment of Interim Trustee Karen Carden Walsh. 341(a) meeting to be held on 12/01/2003 at 09:00 AM in Room B04. Objections to Discharge due by 01/30/2004. (Redmon, Andrea)	Rasure,DanaL	Walsh,KarenCarden